



Schools are required to:

- **Record all expenditures on the S4SD Expense Tracking Form**
- **Keep and turn in all receipts at the end of the campaign**
- **Seek approval from a S4SD program coordinator for any single expenditure over \$200**
- **Return funding if the school is unable to follow through with campaign proposal**

Acceptable expenditures

Funds may be used to purchase items such as:

- Posters
- T-shirts
- Bracelets
- Yard signs
- Bumper stickers
- Contests, such as posters, slogans, etc. - must be traffic safety-related
- Meals/snacks for your team - **may not exceed \$150 total food expenses**
- Production cost of public service announcements
- Gift cards for prize giveaways, up to \$25 each - **may not exceed \$200**
- Video cameras, projectors, or other electronics or equipment necessary for the project - **may not exceed \$175**

Unacceptable expenditures

Funds MAY NOT be used to purchase items such as:

- Cash prizes or monetary rewards to individuals
- Support of "all-night" or "lock-in" type party/dance/event
- "Mock" car crash or production company events
- Any purpose that is illegal
- Paid media/advertising
- Meals for large groups
- Lobbying of elected officials
- Scholarships
- Post-prom events
- Attending seminars, conference booths, or training events
- **Events or single purchases over \$200 (without prior approval)**

REMINDER: schools may not solicit monetary donations or supplement campaign funding with school funds. In-kind contributions and uncompensated volunteers are permitted.